

REAL PROPERTY AGENT

The City of Fremont's Public Works Department is seeking an individual with solid property negotiation experience who is looking to work with a progressive City as it continues to grow as Silicon Valley's Manufacturing Hub.



The first review of applications is:

May 8, 2015 at 12:00 noon

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. [Fremont Budget](#) [Think Fremont!](#)

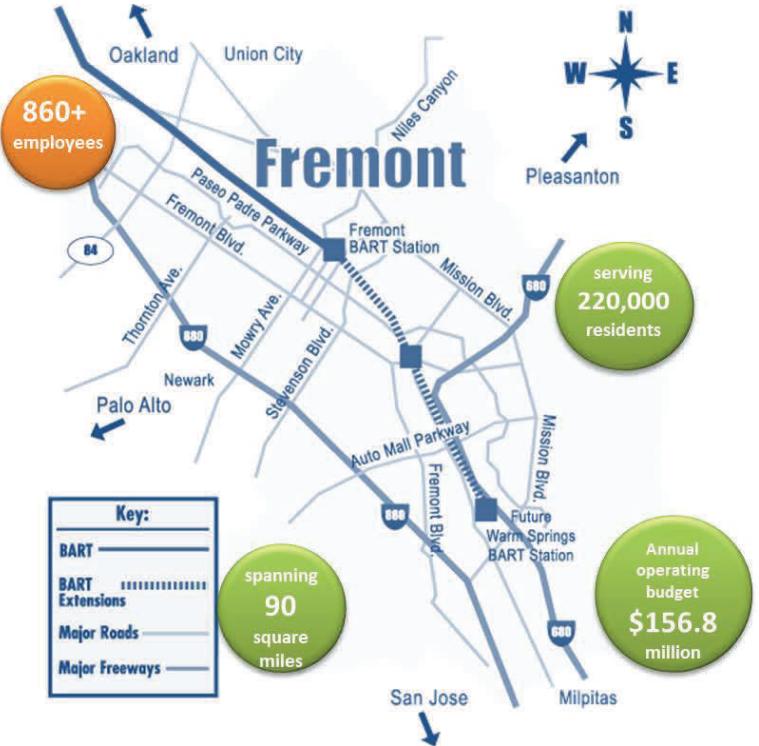
THE DEPARTMENT

The mission of the Public Works Department is, “To create a safe a thriving community by providing the highest quality Public Works Services valued by all.”

With a staff of over 117 FTE and an annual budget over \$25 million, the Public Works Department plays an integral part in the management of the City. Public Works is responsible for the daily maintenance and upkeep of city infrastructure, design and construction of new or improved public facilities, managing a safe and efficient citywide transportation network, and the expedient review of development projects.

WHAT ROLE DOES THE REAL PROPERTY AGENT PLAY IN THE CITY OF FREMONT?

- Conducts appraisals and negotiations for the acquisition, lease or sale of real property, rights-of-way and easements; provides relocation assistance; and manages City property being used for residential and commercial purposes.
- Works with a mix of internal and external customers and across multiple work areas within City organization and outside agencies to develop solutions.



- Performs complex and technical appraisals and negotiations for the acquisition, lease or sale of real property, rights-of-way and easements.
- Collects and analyzes information necessary to conduct, create and review independent appraisals to determine market value and costs.
- Prepares necessary documents to effect title changes.



- Analyzes property records, title reports and encumbrances for possible problems or issues that may be relevant to the acquisition, sale or use of property.
 - Coordinates and follows up on the processes to acquire property, including through the eminent domain proceedings.
 - Administers the relocation assistance program including the determination of appropriate payments.
 - Examines engineering plans and plats and consults with City Staff to determine extent of property requirements.
 - Manages the sale of excess properties.
- Negotiates with property owners to establish terms and conditions of property conveyances.
 - Confers with the City Attorney's office to resolve legal issues.
 - Understands and implements real property regulations for federal- and State-funded projects.
 - Conducts studies of property values, lease charges, property maintenance costs, and other factors in determination of lease and rental fees.

TO MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION YOU WILL HAVE:

Real Property Agent is the full-professional level classification, providing primary assistance to the Real Property Manager. Any combination of education and experience equivalent to three years of progressively responsible experience in real property appraisal and/or acquisition, support of negotiations for acquisition of real property for public use, property management and negotiating for the lease of properties for a public agency, utility or large institution which included the processing of related documents. A bachelor's degree in real estate, business, public administration or economics is highly desirable.



LICENSES & CERTIFICATES

This classification requires the ability to travel independently within and outside of the City limits to perform the assigned duties and responsibilities. Certification as a Right of Way Agent (RWA) or Senior Right of Way Agent (SR/WA) is desirable.



WHAT WE ARE LOOKING FOR IN A CANDIDATE:

The City is searching for a self-motivated individual to join our team.

In addition to the minimum qualifications, candidates should have right of way experience. Our ideal candidate will be able to juggle multiple projects, wear many hats, and be able to deal with conflicting priorities. Strong communication skills (both written/oral) with the ability to effectively deal with property owners, tenants, attorneys, developers, real estate brokers, and the general public including preparing and presenting written and oral reports and handling negotiations for the purchase and sale of property.



COMPENSATION & BENEFITS

The annual salary is \$99,059—\$120,404 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link:

[Benefits Summary](#)

This position is represented by the FACE bargaining unit. The probationary period for this position is six (6) months.

READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: www.fremont.gov/cityjobs

The test process for this position may include a written and/or performance exam, an individual and/or panel interview, a fingerprint check and reference check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

Tentative Recruitment Schedule

First Review: May 8, 2015—Noon

Oral Interviews: May 19, ,2015

15PW06

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

